

LMSS FINANCE COMMITTEE

9/14/16 Minutes

CALL TO ORDER

12:33pm

PRESENT

MollyTroth, Melissa Crowley, Tammy Stremcha, Tara Thompson

ABSENT

Amy Shimon

GUESTS

None

APPROVAL OF SEPTEMBER 14, 2016 FINANCE COMMITTEE MEETING AGENDA

Melissa Motions to approve September 14, 2016 Finance Committee Meeting Agenda with changes.

Tammy 2nd Motion to approve September 14, 2016 Finance Committee Meeting Agenda.

Motion carries 4-0

APPROVAL OF JULY 12, 2016 FINANCE COMMITTEE MEETING MINUTES:

Tammy Motion to approve July 12, 2016 Finance Committee Meeting Minutes

Molly 2nd Motion to approve July 12, 2016 Finance Committee Meeting Minutes

Motion carries 4-0

BANK STATEMENTS

REVIEW JULY 2016 BANK STATEMENTS

DISCUSSION

Confirmed check cut to Tammy Stremcha was reimbursement for travel for training.

ACTION ITEMS

None

REVIEW AUGUST 2016 BANK STATEMENTS

DISCUSSION

An employee closed a bank account too late to stop the automatic deposit being made. The assumption was that since the account was closed it would bounce back so a second payment was made. However, the original payment did not bounce back. The money is owed to us by the employee and is being straightened out with the bank and the school now.

Clarification was made on who PT Electric was, Oles Excavating, LLC was the mulch for the yard. Painter's checks were separated, one for each employee.

ACTION ITEMS

None

FINANCIAL STATEMENTS

REVIEW JULY 2016 FINANCIAL STATEMENTS

DISCUSSION

No concerns expressed

ACTION ITEMS

None

REVIEW AUGUST 2016 FINANCIAL STATEMENTS

DISCUSSION

Discussion of overall number of enrollments and needing to look at that budget

ACTION ITEMS

Add to future agenda the conversation of a fund budget.

OTHER BUSINESS

CURRENT CLASS SIZE AND STAFFING NEEDS

Our class sizes and staffing needs policy says the following: E1/E2 classroom: 18 students qualifies for half time aid, 21 students qualifies for a full time aid.

Procedure: If a classroom with a full time aide has the student enrollment drop below the required amount, the Personnel Committee and Finance Committee will review staffing needs and determine if additional time could be used elsewhere to keep the employee at FTE 1.0. This is not a guarantee of employment.

Current Situation: In the E2 classroom, a full time aide was hired (as we were expecting 22 students). There are now 17 students in the classroom, thus disqualifying the E2 classroom for an aid.

Purposed Solution: There is a need for a half time Title 1 specialist. Would it be acceptable for this person to keep their full time position with us, and have it split in the following way: .5 Title 1

specialist, .5 classroom aid. She would be able to help with lunch/recess (which we would need anyway), and spend the morning in Ashleigh's classroom so the students can continue to receive the benefits of an additional adult in the room.

DISCUSSION

Personnel committee has approved a half and half appointment. Heather Murphy was not able to attend but emailed her response. This was read to the finance committee and was strongly considered in conversation. Ultimately, given that: 1) the half time position is already in place and needs to be filled, 2) enrollment trends tend to flux during this time of the school year and we are now only one student away from needing a half time aid, and 3) a full time position was already offered, accepted, and started by the employee in question, the finance committee supports the half and half appointment proposed as well. This solution could be reevaluated if enrollment drops further

ACTION ITEMS

Tara will email our official position to DFO.

COMMITTEE REPORTS

DISCUSSION

Facility: All projects are done. All bills have been paid out.

Personnel: Asking board to approve hire for sped, title 1.

Technology: Asking committee to figure out DFO screen solutions and need for smart board in AP classroom which would likely be paid for by grant money.

Policy: Meet next week to update/review financial policies.

PR: Did not meet.

Curriculum: Back to school pizza party

ACTION ITEMS

PR will call a mtg to order apparel and discuss PR budget and plan.

NEXT MEETING

SCHEDULED

10/11/2016 at 5:45pm. Rescheduling to 10/12/16 at 12:30 at the Hub. Tami to change the website. Tara to post internally at LMSS.

ADJOURNMENT

Melissa Motions to adjourn Finance Committee Meeting.

Tammy 2nd Motion to adjourn Finance Committee Meeting.

Motion carries 4-0

ADJOURNED

1:50pm